

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
DECEMBER 16, 2003

ATTENDEES:	Jim Weber, Chair	Christina Acree	Steve Adams
	Rich Beckwith	Karen Boeger	Augie Buechter
	Carolyn Cook	Todd Craig	David Crain
	Gary Eggen	Jeff Falter	Jan Grecian
	Cliff Gronauer	Jill Hansen	Gina Hodge
	Diana James	Molly Jones	Gary Lyndaker
	Bob Meinhardt	J. Rick Mihalevich	Lynn Morrow
	Scott Peters	Kim Potzmann	Jearl Reagan I
	Cindy Renick	Larry Reynolds	Jim Roggero
	Tony Spicci	Tom Stokes	Barry Van Sant
	Lucy Watts	Gail Wekenborg	Tony Wening
	Gerry Wethington	Chris Wilkerson	Mary Willingham
	Doug Young		

Jim Weber opened the meeting at 8:33 a.m. He introduced Jim Mazzio with World Wide Technologies,

PRESENTATION

1. State's Consolidated Purchases Program (Jim Mazzio/Chad Bockert – WWT)

Jim Mazzio introduced Chad Bockert who gave the presentation on the Prime Vendor Consolidated Purchase Program. Once an order is ready to be placed, the information is entered into the system, and an email will be sent to users with special pricing for a specified number of days. Debbie Tedeschi will receive this message and forward to ITAB Members. Debbie gave an overview of the OIT portion of the process. ITAB Members may obtain additional information on the program on the OIT website (www.oit.mo.gov) by clicking on the ITAB logo and then the State of Missouri Consolidated Purchases Program. There is also an option to email all the ITAB Members if an agency is considering a purchase. As timelines expire, items will be moved off the list. A request was made to have the price that would be paid if the purchase was made in a smaller quantity so the amount of the savings would be evident. Combining orders from different agencies would require the item specifications to match. This program can be extended to include local government. Agencies should plan to list items on the website for approximately 60 days before an actual order is placed. It was suggested that orders be placed on the website even if only one item is ordered, as other agencies may choose to order the same item. It is being considered to place orders on a quarterly basis.

The consultant, Silver Oaks, will be developing several proposals on various areas, such as hardware and software acquisitions, service and maintenance. Both a low-end device and a high-end device will be selected for desktops, laptops and possibly servers. Agencies will not have the option to decide which vendor or model, but can select from either the low-end or high-end choice. A similar proposal is being developed for other areas, including office supplies. MBE/WBE will still be applied. Gerry stated he hoped the IT community would be able to participate in the specification gathering processes. ITAB Members should look for ways to be more proactive to avoid similar situations.

ACTION ITEM

1. Approval of the November 19, 2003 Information Technology Advisory Board Meeting Minutes

Jim Weber asked if there were changes to the meeting minutes of the last meeting; there were none. Cliff Gronauer made the motion to approve the minutes; Jearl Reagan I seconded the motion. The meeting minutes were approved unanimously.

2. Vice Chair Selection

Jim Weber distributed ballots to the ITAB members or their proxy for the selection of the ITAB Vice Chair. Jim Roggero was selected as the Vice Chair for 2004.

3. Missouri Information Technology Strategic Plan for 2003-2004 (Gerry Wethington)

The Strategic Plan was distributed with the ITAB Agenda. Gerry requested approval of the concept for a brief Strategic Plan so that he can provide it to IT community. He will develop the Business Operating Plan that will detail how the Strategic Plan will be accomplished. He requested ITAB's approval to separate the Strategic Plan into these two documents. He will remove the reference to the 2003-2004 timeframe. Jim Roggero made the motion to accept the concept of the Strategic Plan; Doug Young seconded the motion. The ITAB Members gave their unanimous approval. Gerry will present both documents at the January ITAB Meeting for full approval. The Business Operating Plan will be reviewed annually. Gerry requested any additional comments relating to the Plan should be forwarded to Tom Stokes by January 9, 2004.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

Gerry stated the Digital Government Forum is scheduled for June 17th at the Capitol Plaza. Steering Committee Members will be meeting in January. The Forum will be a one-day event. He requested positive responses from those contacted to serve on the Steering Committee.

Gerry indicated that as was discussed at the ITAB Strategic Planning Session held in October, a meeting does not occur that includes all IT employees. He has received favorable responses for this time of meeting. As there are approximately 1,100 IT employees and the largest facility available only holds 350 people, separate sessions will need to be scheduled. The ITAB Executive Committee will develop the agenda and plan for approximately two or three-hour sessions per group. Gerry will proceed with scheduling.

Gerry asked that anyone who has not responded to the survey on the Inventory of E-government Applications to do so. Agency responses are needed so the evaluation can be done. OIT will be putting together the E-government report card. The state is looking to attract E-services and looking at ways to collect money electronically rather than by paper.

The Governor has signed off on several Executive Orders, which include 03-25 (Cybersecurity) and 03-26 (re-establishes Office of Information Technology).

Email Consolidation - SWAT Team is still compiling their package. Gerry stated he had met with the Governor's Office and they have requested a decision by the end of the year. A special ITAB meeting may need to be called to discuss the information in the report. The SWAT Committee meets today at 1:00 to finalize their report.

Business Continuity – Gerry stated he and Joyce Murphy would co-chair the Committee on Business Continuity. They will be assessing where we are and checking for alignment. They will be encouraging corporate entities to be ready to move. Some funding may be available. Some policy directives are out on the INFOCON website; others will be coming out shortly. They are looking to obtain grant funds.

Gerry encouraged the ITAB Members to think about marketing our successes positively. He suggested publishing them in a quarterly newsletter and include on OIT website. Other states are commenting on information that is available for use on our agency websites. He has received comments complimenting us on various areas. Agencies should make sure that OIT is aware of any kudos they receive. He also asked that the ITAB Members review the ITAB awards listed on OIT's website.

Gerry clarified some issues surrounding the agencies being centralized into one email system. All agencies will be included – none will be excluded. He plans to compare his information with that of the Email SWAT Committee. He will meet with Carl later this week. Gerry will make the decision in coordination with Jane Dueker and Jake Zimmerman. The consolidation cannot be completed this fiscal year. It appears that the responsibility for the email system will reside in OA. David Crain suggested the ARC make the recommendation to gain a wider range of support. Bob Meinhardt will ask Committee if they would be willing to take on this issue. The ARC meets this Thursday at 8:00 a.m. Bob Meinhardt suggested the Email Committee submit their proposal to the ARC. ARC will take their recommendation and review. Jim Weber stated Carl Medley should present the SWAT Committee's recommendations to the ARC and let Gerry know the decision.

2. ITAB Chair Update

- Kay Dinolfo to request inventory of E-government systems from agencies. – Completed - Responses due 12/19/03.
- Gerry Wethington to continue with his efforts to draft legislative proposal to give state specific authorization to copyright software developed by employees and/or consultants for selling to the private sector. – Pending.
- Gerry Wethington to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04. – Pending.
- Bios to be emailed to Carolyn Cook (Carolyn.Cook@dor.mo.gov). - Pending.
- MOTEC Committee to review whether local government can utilize MOTEC and report back at next meeting. – Completed.
- Digital Certificates Subcommittee to address Verisign Contract issues. – Pending.
- Survey the state agencies to determine what type of digital certificate requirements exist. – Completed.
- ITAB Members to send feedback on Project Management Continuing Certification Program to Tom Stokes. – Pending.
- Gerry Wethington to keep ITAB Members informed of email consolidation efforts. – Ongoing
- Gerry Wethington to forward Applying Security Practices CD to the Security Committee and the Security Domain for their review. – Completed.
- ITAB to review feasibility of Instant Messaging after email consolidation issues are addressed. – Hold.
- ITAB Members to respond to Cybersecurity Management Survey. – Completed.
- Rich Beckwith/Privacy Committee to draft a Privacy Statement for use by all state agencies and present to ITAB for approval. – Pending.
- Jim Roggero to send logon banner used by OSCA to Privacy Committee (Rich Beckwith) for distribution/consideration. – Pending.
- Rich Beckwith/Privacy Committee to obtain guidelines from the Highway Patrol for background checks. – Pending.
- Agencies to submit names for participation in the Privacy Domain Committee to Rich Beckwith. – Pending.
- Agencies to ensure they have representation on the Security Committee. – Pending.
- Agencies to develop list of steps to be taken at different levels for their internal INFOCON plans. – Pending.
- Agencies to identify a primary delegate for the Security Committee. Larger agencies may want to also identify a secondary delegate. Names should be submitted to LTC Tom Smith, Chairman of the Security Committee. – Pending.
- Scott Peters/ITAB Logo/Motto Committee to send out survey asking members to vote on ITAB motto. – Completed.
- Rick Beckwith to coordinate with all user groups to ensure the ITAB preference on vendors not

- being included on Listserv. – Pending.
- Notify Gail Wekenborg if problems with enrolling class attendees (due to prerequisites) for the mainframe sessions at State Fair Community College scheduled to begin January 2004. – Pending.
- MO GIS Advisory Council to update charter and bylaws and forward to ITAB for approval. – Pending.
- Project Management Committee (PMC) will review the Recertification process with B&P after ITAB approves the process. – Pending.

ITAB COMMITTEE UPDATES

1. Architecture Review Committee Update (Bob Meinhardt/Ron Thomas) – Bob Meinhardt reported the Committee was continuing to review documents. The Integration domain is changing to Interoperability. The Systems Management domain is taking its practices within Infrastructure.
 - Architecture Technical Committee (Ron Thomas)
 - E-mail SWAT Committee (Carl Medley II)
 - GIT Committee (Tim Haithcoat)
 - Interface Domain (TBD)
 - Information Domain (TBD)
 - Infrastructure Domain (Pete Wieberg)
 - Integration Domain (TBD)
 - Application Domain (TBD)
 - Systems Management (TBD)
 - Security Domain (Dustin Bieghler)
 - Privacy Domain (TBD)
2. Digital Government Committee Update (Lew Davison/Ron Thomas) - Digital Government – Ron Thomas reported the Committee was continuing to work with META to refresh its mission and vision. They are looking at security privacy, definitions of domain, and continuing efforts.
 - Application Development Subcommittee (Jim Roggero/Pat Brooks)
 - Credit Cards Subcommittee (Scott Peters)
 - CRM (Don Lloyd)
 - Digital Certificates Subcommittee (Todd Craig)
 - Digital Media Subcommittee (Jim Weber/Kay Dinolfo)
3. Mentoring Committee Update (Tim Dwyer/Jane Grecian) – No Update.
4. MOTEC Update (Paul Wright/Laura Mertens) – The usage reports for the month of November 2003 were distributed.
5. Personnel Committee (Chris Wilkerson) – Chris Wilkerson stated this Committee had been tasked with developing a merit position for the security positions, similar to the GIS positions. The teams developed a draft of a position description, sent out a survey on positions, and identified the positions fitting this category. Their review determined there was not a large demand within state government for these positions. Duties within the security realm are being done with existing resources. The group indicated that they would like to use specialty codes within the current CIT classifications as recommended since agencies are using existing resources.
6. Prime Vendor Oversight Committee (Jeff Falter/Gary Eggen) – No Report.
7. Privacy Committee (Rich Beckwith/Scott Willett) – Rich Beckwith stated their next meeting is scheduled for January 14th at 1:00 p.m. at the Department of Social Services. Lew Davison addressed his concerns with e-government and privacy. The Committee needs additional participation from the other agencies.

8. Project Management Committee Update (Jim Roggero/Tom Stokes) – Jim Roggero reported the next Committee meeting was scheduled for this Friday at 9:00 a.m. They are working on the RFP. Jan Grecian reported that a proposal had been drafted and sent to a professor at the School of Business at the University of Missouri to build an online application for the MOVAP program. They hope to have it ready in January for the students. Jim Roggero noted the recertification program would be brought to ITAB for approval at the January ITAB Meeting.
 - Cost Benefit Approach to State Government Subcommittee (Paul Wright) – No Update.
 - Performance Measures Subcommittee (Paul Wright) – Tom Stokes stated this Subcommittee was awaiting approval from ITAB of Part I of the Performance Management Manual before it moves forward with Part 2 and 3. Gerry will have Mary Luebbert resend this document to the ITAB.
 - Project Oversight Subcommittee (Gary Lyndaker/Bob Ordway) – Gary Lyndaker reported this Subcommittee has reviewed Part I of the Oversight document and were working with NSR on the suggestions they received. A meeting of this Subcommittee is scheduled for tomorrow. Five projects have gone through the oversight program and two more will be added after January. The documents are out on the OIT website.
 - Risk Management Subcommittee (Scott Peters) – Scott Peters stated the updated Risk Management document will be reviewed at the Project Management Meeting on Friday.
9. Security Committee (LTC Tom Smith) – No Report.
10. ITAB Logo/Motto Committee (Scott Peters) - Scott Peters reported that based on a recent survey of the ITAB Members, the following was selected as the ITAB Motto: Enabling Business with Technology. He distributed a copy of the ITAB motto to the group. This committee is completed.
11. User Group Coordination (Rich Beckwith) – No Report.

COLLABORATIVE EFFORTS

1. Internet/MOREnet Update (Tony Wening) – Tony Wening reported that MOREnet had recently experienced a network attack. The party was identified and restitution is being made for the lost staff time, estimated at \$6100.
2. Network Management Consortium Update (Jim Roggero/Jill Hansen) – Jim Roggero stated the Network Consortium met on November 13th. The RFP for the satellite communications is now out for bid. An amendment is being issued which will push the closing date out to January 12th. Mobile communications is being worked. Most of the Consortium Meeting was devoted to security issues. The next meeting is scheduled for January 24th at 9:00 a.m.
3. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – No Update.
4. Technology Services Update (Gail Wekenborg) - Gail Wekenborg stated they are looking at ways to improve notifications. The State Data Center Steering Committee meets this Thursday at 1:30 p.m.
5. MO GIS Advisory Council (Tony Spicci) - Tony Spicci stated the Council is updating its strategic plan and annual work plan. It is currently in OIT for a final review and approval. They bylaws are in their final revision stage and should be completed soon. The Council currently has 23 members. The group meets the second Thursday of each month. Their next meeting is January 8th. More information can be found on their website at www.mgisac.org.

OPEN DISCUSSION

1. Gerry Wethington noted that he and Ron Thomas have met with the Ethics Commission and will be meeting with Jane Dueker. It appears there is no obvious control in existence for web content. A new Executive Order may be generated.
2. Gerry Wethington invited all the ITAB Members to the Open House being held on Friday, December 19th from 9:00 a.m. – 2:00 p.m. at the Truman Building, Room 560.
3. Jim Roggero noted that Cybersecurity has a recommendation for a report on incidents. A recommendation will be to Gerry Wethington by the end of the week.

The meeting adjourned at 11:42 a.m.

REVIEW OF ACTION ITEMS

- Gerry to continue with his efforts to draft legislative proposal to give state specific authorization to copyright software developed by employees and/or consultants for selling to the private sector.
- Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04.
- Bios to be emailed to Debbie Tedeschi (Debbie.Tedeschi@oit.mo.gov).
- Digital Certificates Subcommittee to address Verisign Contract issues.
- Keep ITAB Members informed of email consolidation efforts
- Review feasibility of Instant Messaging after email consolidation issues are addressed.
- Draft a Privacy Statement for use by all state agencies and present to ITAB for approval.
- Send logon banner used by OSCA to Privacy Committee (Rich Beckwith) for distribution/consideration.
- Obtain guidelines from the Highway Patrol for background checks.
- Agencies to submit names for participation in the Privacy Domain Committee to Rich Beckwith.
- Agencies to ensure they have representation on the Security Committee.
- Agencies to develop list of steps to be taken at different levels for their internal INFOCON plans.
- Agencies to identify a primary delegate for the Security Committee. Larger agencies may want to also identify a secondary delegate. Names should be submitted to LTC Tom Smith, Chairman of the Security Committee.
- Coordinate with all user groups to ensure the ITAB preference on vendors not being included on listserv.
- Notify Gail Wekenborg if problems with enrolling class attendees (due to prerequisites) for the mainframe sessions at State Fair Community College scheduled to begin January 2004.
- Update charter and bylaws and forward to ITAB for approval.
- Project Management Committee (PMC) will review the Recertification process with B&P after ITAB approves the process.
- WWT will add a field to the Consolidated Purchases Program to include what the cost would be if purchased by individual agencies.
- Submit any changes or suggestions to the Strategic Plan to Tom Stokes.
- Present revised Strategic Plan and detailed Business Plan to ITAB for approval.
- Proceed with planning of meetings with all state IT employees.
- Respond to Kay Dinolfo on the Internet Applications Survey.
- Review ITAB awards to determine if an employee(s) is eligible to receive one of the awards.
- ARC to consider taking on the review of the centralized email system to ensure it meets the state's architecture requirements.
- Delegate employees to participate in the Privacy Committee.
- Redistribute documents on Part I - Performance Management Process from Project Management Committee.
- Review and comment on Part I - Performance Management Process documents to Paul Wright.

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NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, February 25, 2004 at 8:30 a.m.** at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, Missouri.

JLW/cc